



Congressional Case Review

—Guidelines for Submitters – Please Distribute—

References: (a) DoD Directive 5400.4, “Provision of Information to Congress”, January 30, 1978
(b) DoD Instruction 5230.29, “Security and Policy Review of DoD Information for Public Release”, August 6, 1999

What to send:

- Prepared Statements
- Executive Session Testimony Transcripts
- Budget Justification Books
- Inserts for the Record (IFR)/Questions for the Record (QFR)

Submissions:

- Unclassified Statements – Reviewed for security and policy in same manner as other security review cases.
- Classified Statements – Reviewed for policy only. Classified information identified by red brackets.
- Unclassified Transcripts – Reviewed for security only. Classified information identified by red brackets.
- Classified Transcripts – Reviewed by security only. Classified information validated by red brackets.
- Inserts for the Record (IFR)/Questions for the Record (QFR) – Reviewed for security and policy in the same manner as other security review cases. Classified information identified by red brackets.

Delivery:

Standard mail:

Department of Defense
Office of Security Review
1155 Defense Pentagon
Washington, DC 20301-1155

Express mail:

Office of Security Review
1777 N. Kent Street, Suite 12047
Arlington, VA 22209

FAX:

Unclassified 703-696-4527
Classified 703-696-4521

Email:

secrev1@whs.mil

Minimum response times (upon receipt by OSR):

Prepared statements: 5 working days

Transcripts: Full 1/3 of time available for review

Exceptions must be limited to true emergencies

Results of reviews:

- Cleared – Information may be released without restriction.
- Cleared as amended – Amendments are binding on submitter. Red brackets identify material to be deleted. Wording may be included as additions or substitutions. Information may be released without restriction upon implementation of amendments.
- Not cleared – Information may not be released.
- Returned without action – OSD unable to review, or review cancelled upon request of submitter.

Appeals:

Denials and amendments may be administratively appealed. Any such appeal should offer justification to support reversal of the decision and should be forwarded to this office.

Numbers of copies:

Send four copies of prepared statements along with signed Form 1790.
Send two copies of transcripts along with signed Form 1587.

**Contact Information/Queries**

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